

ACCOUNTING OFFICER (Supervisor)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: September 24, - 28, 2001

Collective Bargaining Identification: S01

Job Analysis Conducted By: Marian Dilley, Staff Services Manager I
Mary Sue Bautista, Staff Services Manager I
Chuenta Rhym, Staff Services Analyst

Number of Incumbents: As of August 31, 2001, there are 33 positions in this classification.

Subject Matter Expert(s): Michelle Gomez, Sr. Accounting Officer (Supv.)
Lupe Soto, Sr. Accounting Officer (Spec.)
Elizabeth Guillen, Sr. Accounting Officer (Spec.)
Karen Puder, Sr. Accounting Officer (Spec.)

NOTE: At the time of this job analysis, a selection recommendation was not made.

INFORMATION GATHERING
ACCOUNTING OFFICER –Supervisor

The initial list of task statements and of the knowledge, skills, and abilities statements were identified after conducting a literature review which consisted of the following:

- Duty Statement
- Class Specifications
- Exam Bulletin
- Exam History Files